



# City of WOODSTOCK

Building & Zoning Department  
121 W. Calhoun Street  
Woodstock, Illinois 60098

**PERMIT NUMBER**

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www.woodstockil.gov

## TEMPORARY USE PERMIT & APPLICATION

Permit Address:		
Business/Organization:		
Property Owner:		
Applicant:		
Applicant is: <input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Other		
Applicant's Mailing Address:		
Telephone Number:	Fax:	Email:
<b>PERMIT TYPE</b>		
<input type="checkbox"/> Batch Plants for Roads & Parking Lot Construction	<input type="checkbox"/>	Christmas Tree Sales
<input type="checkbox"/> Carnival/Circus	<input type="checkbox"/>	Offices/Structures for Contractors, Security Personnel, or Equipment Storage
<input type="checkbox"/> Events of Public interest	<input type="checkbox"/>	Promotions for the Display of Goods and Merchandise
<input type="checkbox"/> Farm Produce Sales	<input type="checkbox"/>	Dealers of Motor Vehicles (off-site)
<input type="checkbox"/> Seasonal Greenhouse	<input type="checkbox"/>	Mobile Kitchen ( <b>separate application required</b> )
<input type="checkbox"/> Auction	<input type="checkbox"/>	Sign ( <b>separate application required</b> )
<input type="checkbox"/> Real Estate Sales Office		

All temporary use permits must comply with applicable regulations set forth in Section 7.B.3.7 of the City of Woodstock Unified Development Ordinance. This application shall be accompanied by the following, along with any other materials required by said Section 7.B.3.7, unless otherwise waived by the City.

- A site plan drawn to scale, showing the location of the temporary use, as well as other structures, improvements, parking areas and features that exist or are proposed on the site.
- Written permission to use the property signed by the property owner, if the applicant is not the property owner.
- Required sixty dollar (\$60.00) temporary use permit fee.

I, the applicant, have read the attached regulations and agree that the City may rescind this temporary use permit for failure to comply with the provisions of the Woodstock City Code, the City of Woodstock Unified Development Ordinance, and the requirements of this permit.

Applicant's Signature:

Date:

### FOR ADMINISTRATIVE USE ONLY

Reviewed required by (check applicable agency):		Reviewed/Approved by:	
<input type="checkbox"/>	Woodstock Police Department		
<input type="checkbox"/>	Woodstock Liquor Commissioner		
<input type="checkbox"/>	Woodstock Public Works Department		
<input type="checkbox"/>	Woodstock Building Inspector		
<input type="checkbox"/>	Woodstock Fire Rescue District		
<input type="checkbox"/>	McHenry County Health Department		
<input type="checkbox"/>	Other		
Approved By:		Date:	
Specific Dates & Hours:		Temporary Use Expiration:	
Dates:			
Hours:			
Special Conditions (attach extra pages if needed):			

## **TEMPORARY USE REGULATIONS**

Temporary uses are allowed in accordance with applicable provisions of the City of Woodstock Unified Ordinance and do not involve the construction or alteration of any permanent building or structure.

### **GENERAL TEMPORARY USE CRITERIA & REQUIREMENTS**

1. The temporary use shall be compatible with surrounding development and traffic generated by the temporary use shall not negatively impact surrounding properties.
2. Permanent alterations to the site of the temporary use are prohibited.
3. No temporary or permanent electrical service or connection shall be installed without an electrical permit.
4. All inspections and permits required by the City's building and life-safety codes shall be obtained prior to and as a condition of issuance of a temporary use permit.
5. Temporary tents, as well as any other temporary structures erected as part of the temporary use, shall be located so as not to interfere with the normal operations of any permanent use located on the property. Tent specifications and a current certificate of flame resistance are required.
6. Structures and/or display of merchandise shall comply with the yard and property line setback requirements of the zoning district in which the temporary use is located. Items displayed shall not interfere with the sight triangle of the intersection of any public streets or private drives.
7. Temporary uses or structures shall not encroach into any required landscaping features.
8. Temporary sanitary facilities shall be provided in accordance with the requirements of the McHenry County Health Department and Illinois State Plumbing Code.
9. Any food service operation that sells, prepares, or serves food shall obtain applicable permits and certifications from the McHenry County Health Department and is subject to inspection.
10. No signs may be displayed in connection with a temporary use except in accordance with the City's sign control regulations set forth herein. All temporary signage shall be immediately removed when the temporary use ends.
11. In addition to required parking for any principal use on a site, parking areas shall be provided for the temporary use and shall contain the number of parking spaces required for the most similar use type under the parking regulations set forth herein. Such parking spaces shall be considered accessory to the principal use.
12. The City shall have the authority to suspend, revoke or modify a temporary use permit immediately upon determination that the conditions and requirements of said permit have been violated. Written notice to suspend, revoke or modify the permit shall be provided to

the applicant. A determination under this subsection shall be final and conclusive unless the applicant appeals such action to the Zoning Board of Appeals, by filing a Notice of Appeal with the City within 14 calendar days after receiving said written notice.

13. The Building & Zoning Department Director shall have the authority to deny a temporary use permit for any land or structure or improvements thereon upon which there is an uncorrected violation of this Ordinance, including any condition attached to a permit or approval previously granted by the City. This enforcement provision shall apply regardless of whether the current owner or applicant is responsible for the violation in question.
14. The main road or drive providing access to a temporary use shall be kept free of dust, dirt, mud and other debris.

## **SPECIFIC TEMPORARY USE CRITERIA & REQUIREMENTS**

### **Batch Plant for Road/Parking Lot Construction**

1. A batch plant, which is a temporary facility used for the production of asphalt or concrete on or in close proximity to a building or construction site, requires the issuance of a temporary use permit prior to its establishment and start.
2. The period for which such permit is valid shall be stated on the permit and shall not exceed the duration of the construction activity period by more than 14 days. Such a permit may be renewed.
3. A temporary batch plant shall be located a minimum of 100 feet from any building used for residential purposes and shall be screened if adjacent to residentially zoned or used land.
4. All batch plant facilities on a site shall be removed and the site restored to a clean and vegetated condition within 21 days of the expiration of the permit or the cessation of the batch plant activity.

### **Carnival or Circus**

1. The maximum length of a temporary use permit for a carnival or circus shall be 14 days and no more than one such permit shall be issued per zoning lot in a calendar year.
2. Structures or equipment pertaining to a carnival or circus temporary use shall not be located within 200 feet of any on- or off-site building used for residential purposes.
3. Structures or equipment pertaining to a carnival or circus temporary use shall have all applicable state safety permits and certificates.
4. Prior to issuing a temporary use permit for a circus or carnival, the operator of such carnival or circus shall be obligated to have the site inspected by the Woodstock Fire/Rescue District for compliance with applicable state and local fire and safety regulations.

### **Offices and Structures for Contractors, Security Personnel, and Equipment Storage**

1. A temporary structure which serves as a contractor's office, security office, and/or equipment storage shed is allowed in any zoning district when accessory to an approved construction project. Multiple temporary structures may be allowed under a single temporary use permit if the structures are owned by the same contractor or utilized for the same project.
2. Such a temporary structure must be on the same site as the construction project and may be located within a subsequent phase of a multi-phase project.
3. No such temporary structure shall contain sleeping or cooking accommodations, except as necessary to accommodate security personnel.
4. A temporary structure shall comply with applicable building code and fire safety requirements.
5. The maximum length of a temporary use permit for a temporary structure shall be one year; however, the permit may be renewed through the duration of the construction project. Any such office or shed shall be removed within 21 days of completion of the construction project.

### **Auctions**

1. A temporary auction shall be held on private property and not on public property or public right-of-way.
2. If necessary, traffic control shall be arranged by the operator of the auction and may be provided by the Woodstock Police Department. The operator shall be responsible for any costs incurred for the provision of such traffic control as determined by the City Manager.
3. Parking for exclusive use by auction participants shall be provided and a stabilized drive to the parking area shall be maintained. It is the responsibility of the auction operator to guide traffic to these areas. Parking along state or county highway right-of-way is prohibited, and parking may be prohibited on public streets under the jurisdiction of the City by the City Manager for reasons of traffic control and public safety.

### **Events of Public Interest**

Events of public interest, including but not limited to picnics, races, fishing derbies, dinner dances, fund raisers, haunted houses, outdoor concerts, charitable auctions and tent meetings, which are of a temporary nature and intended to occur in locations or facilities where such activity is not permitted in accordance with the underlying zoning designation, shall be subject to the following standards:

1. The event shall be held or sponsored by a non-profit or not-for-profit organization or a for-profit business where the profit motive is incidental to the promotional objective of the event organizer.

2. The event shall be held on private property and not on public property or public right-of-way unless approved by the City Manager.
3. All uses and activities authorized as part of such an event shall be limited to specified hours and a maximum of 7 days per calendar year, per zoning lot.
4. Events of public interest shall be permitted in residential districts, only when located on the site of a permitted nonresidential use, unless otherwise approved by the City Manager.
5. If necessary, traffic control shall be arranged by the organizer of the event and may be provided by the Woodstock Police Department. The organizer shall be responsible for any costs incurred for the provision of such traffic control as determined by the City Manager.
6. Parking for exclusive use by event participants shall be provided and a stabilized drive to the parking area shall be maintained. It is the responsibility of the organizer to guide traffic to these areas. Parking along state or county highway right-of-way is prohibited, and parking may be prohibited on public streets under the jurisdiction of the City by the City Manager for reasons of traffic control and public safety.
7. Noise levels associated with events of public interest, except for supervised display of fireworks, shall not constitute disorderly conduct as determined by the City of Woodstock Police Department, at the property line adjacent to any abutting property zoned and used for residential purposes.
8. The event site shall be cleared of all debris within 24 hours of the conclusion of the event and cleared of all temporary structures within 7 days after the conclusion of the event. A cash bond, surety bond, or other monetary guarantee may be required by the Building & Zoning Director to ensure clean up. The amount of such guarantee shall be based on the estimated costs of clean-up and site restoration.
9. If liquor is intended to be used, sold, or consumed during the event, a liquor license must be obtained, as required by the Woodstock City Code and Illinois state law.
10. The City may require proof of insurance from the event organizer for purposes of public safety and protection.
11. It shall be the responsibility of the organizer to maintain the event site in a condition that provides for the health, safety, and welfare of event attendees, neighboring residents and property owners, and the public. In the event that the Woodstock Police Department determines that the activity is a threat to the public health, safety, and welfare, the Police Department shall have the right and authority to close the event to ensure the preservation of the health, safety, and general welfare of attendees or neighboring residents, property owners, and the public.
12. In addition to the conditions listed above, a temporary use permit is required for private displays of fireworks and shall be subject to applicable terms and conditions of applicable fire safety regulations of the City of Woodstock.
13. In all cases the temporary use permit fee shall be reduced by 50 percent for events of public interest.

### **Promotional Activities in Business Zones Involving Display of Goods and Merchandise**

1. Promotional activities may be conducted outside of an existing business establishment, if associated with the existing principal businesses within said establishment. Such activity may be for a time period of up to ten (10) consecutive days.
2. A temporary use permit for promotional activities may be obtained for up to four special promotions during any single calendar year for a maximum of 40 days per calendar year. Such permit may include permission to display temporary signage as set forth in Chapter 13 of this Ordinance, and to erect a temporary canopy. A temporary canopy must be securely anchored, comprised of material fire-rated for assembly use, and located so as not to obstruct motor vehicle visibility, block fire lanes, or reduce the number of required parking spaces. (Ordinance Number 09-O-64, adopted October 20, 2009).
3. If a private sidewalk or pedestrian way is used for the display of goods and merchandise, a minimum width of four (4) feet must remain unobstructed for pedestrian use.

### **Dealers of Motor Vehicles**

Dealers, located within the City, of motor vehicles and similar vehicles may conduct one off-premise motor vehicle sales event within a calendar year, subject to compliance with the following standards:

1. The sales event shall comply with all applicable provisions of the Woodstock City Code and UDO, except as set forth in this Section.
2. A site plan shall be submitted for City review and approval and shall depict the sales display area, parking layout, circulation provisions, and egress to the site.
3. The sales event must be on private property and the property owner must provide written permission for such event to be held.
4. Adequate parking shall be provided for the principal use on the property, as well as the temporary sales event.
5. On-site parking and vehicle display shall be provided and take place on a paved or hard, dust free surface, but may not occur on State highway or local street right-of-way. Off-site customer parking on City streets is prohibited for reasons of public safety.
6. Only on-site temporary signage may be used to promote the sales event and shall require issuance of a temporary sign permit by the City.
7. The sales event shall last no more than seven (7) days, which shall include days used for setup and breakdown activity.

### **Real Estate Sales Office**

1. A temporary real estate sales office is permitted on the same site as the real estate parcels or units being sold, and may be located on a future phase of a project for which a preliminary plat has been approved or where there are multiple phases.
2. No real estate sales trailer, office, or shed shall contain accommodations for sleeping or cooking.
3. The maximum length of a permit for a temporary real estate sales office shall be one year. The permit may be renewed through the sales period of the development.
4. Any such office shall be removed prior to the issuance of the last certificate of occupancy on the property or upon the completion of a model home intended to be temporarily used as a sales office.

### **Farm Produce Sales (Seasonal)**

1. A temporary use permit may be issued in any zoning district as authorized by Table 7A.4 for the operation of a roadside stand for the sale of seasonal farm produce grown exclusively on the premises. The permit shall be valid for no more than (4) four months per year. No sales shall be made within thirty (30) feet of any highway or public street right-of-way.
2. A maximum of one structure or display booth shall be allowed and may have a maximum area of up to 400 square feet. Such a structure or display booth shall be portable and completely removed at the end of the sales period.
3. The property shall be of sufficient size to provide adequate off-street parking in addition to maintaining required parking for any existing use on the property.

### **Christmas Tree Sales**

1. Christmas tree sales, including tree display, may be allowed in all zoning districts for a period not to exceed 60 days per calendar year, however, such sales activity is allowed in residential zoning districts only when located on the site of a permitted non-residential use. If the principal use of the property is a retail greenhouse/nursery or garden center, a temporary use permit is not required. (Ordinance Number 09-O-64, adopted October 20, 2009).
2. The sale of Christmas trees is considered accessory to and shall be conducted by the principal business on a site.
3. The sale of Christmas trees shall be conducted at least 30 feet from the right of way of any highway or public street right-of-way.
4. Property on which Christmas trees are sold shall be of sufficient size to provide adequate off-street parking in addition to maintaining required parking for any existing use on the property.

5. Sales shall be conducted in such a manner so as not to interfere with on-site or off-site traffic or cause a nuisance.

### **Seasonal Greenhouses (Accessory to Established Business)**

A seasonal greenhouse accessory to an established business is allowed for up to but not more than six (6) months per calendar year. The structure may displace parking only when the Building & Zoning Director determines that excess parking exists and is available for customer use. The structure must be portable and shall be completely removed at the end of the permit period. This time restriction shall not apply to a permanent greenhouse which is used throughout the year.

**Mobile Kitchen** (See separate regulations)

**Signs** (See separate regulations)